



American Consulate General, Chennai

September 7, 2006

Vacancy Notice

American Consulate General, Chennai, is seeking an individual for the position of Chauffeur/Mechanic in Management section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed and signed forms will be considered. (Refer to application procedure below)

Only applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-2006-20

OPEN TO: All Interested Candidates

POSITION: Chauffeur/Mechanic

NUMBER OF POSITIONS: One (MLN-527010)

OPENING DATE: September 7, 2006

CLOSING DATE: September 20, 2006

WORK HOURS: Full-time; 48 hours/week

SALARY: **EFM/NOR:** Grade: FP-09*
Ordinarily Resident: Grade: FSN-05*

* Starting salary & grade will be determined on the basis of qualifications, experience and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.

BASIC FUNCTION OF POSITION

- a. Operates motor vehicles in accordance with approved requests to transport employees, USG officials, visitors, VIPs and materials/equipment to designated places in the city and surrounding areas.
- b. Completes trip sheets and related records each day. Washes outside of vehicles, cleans inside of vehicles and ensures that vehicles are on serviceable condition. Ensures tires have adequate amount of air. Check battery, oil and gas levels of vehicles. Performs minor maintenance of preventive nature. Operates small buses and trucks to deliver materials and other equipment. Delivers documents and other items as instructed.
- c. Is Post's mechanic. Examines vehicle maintenance requests to determine nature and extent of maintenance or repair work needed on our vehicle fleet. Assess the needs of all our vehicles and submits reports and quotes to B&F regarding the budget needed for said repairs.
- d. Does minor repairs such as adjust brakes, steering mechanisms, clutches, carburetors and ignition systems. Replaces minor parts such as filters, washers, carburetor components, hoses, fuel pumps, spark plugs, point, shock absorbers. Changes oil and tires. Delivers and picks up consulate vehicles from mechanics' shops.

QUALIFICATIONS REQUIRED

- Completion of secondary school is required. A six-month certificate course in automobile technology is required.
- One to two years as a Chauffeur driving light and heavy vehicles. Experience in driving foreign-made motor vehicle is required. A minimum of one year of experience in automotive maintenance and minor repair work is required.
- Level III (good working knowledge) in English and Tamil is required - level III in speaking, understanding, reading and level II in writing.
- Must be familiar with Chennai City and South India and their local traffic laws and patterns. Must have general knowledge of motor vehicle maintenance and simple repair work.
- Must possess valid driving license for light and heavy vehicles. Must be able to follow instructions of passengers.

SELECTION PROCESS

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website
http://chennai.usconsulate.gov/job_opportunities.html

Click on "Application for Employment" hyperlink.

2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Kelly L. Buenrostro
Management Office
220 Anna Salai
Chennai 600 006
or
FAX: 2857 4455/ 2811 2020

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2857-4000

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business September 20, 2006.

An Equal Opportunity Employer